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CODIB-D-115
26 April 1966

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Subcommittee on Standardization (SOS)

The attached draft mission and function statement for a new, perma-
nent, Subcommittee on Standardization is distributed for discussion at a
subsequent meeting.   This draft is responsive to the need stated in
CODIB-M-70, 13 April 1966, paras. 18-19.   Note that it proposes sub-
suming the present Subcommittee on Classification under the SCS as a
working group.

Secretary

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GROUP I
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SUBCOMMITTEE ON STANDARDIZATION

Pursuant to DCID No. 1/4 para 1 (b), dated 23 April 1965, and CODIB-M-70, para 19, dated 13 April 1966, a subcommittee on standardization of data elements* and data codes to be known as the CODIB Subcommittee on Standardization (SOS) is hereby established.

1. Composition and Organization.

   a. The Subcommittee on Standardization shall include a representative from those departments and agencies represented on CODIB and such other representatives as CODIB may approve.

   b. The chairman of this Subcommittee shall be the Chief of the CODIB Support Staff, and he shall designate a member of the Support Staff to serve as Executive Secretary.

   c. The Subcommittee may organize such ad hoc working groups as may be necessary to prepare recommended solutions to specific standardization problems.

   d. The CODIB Subcommittee on Classification shall hereafter be subsumed under the Subcommittee on Standardization and shall become the Intelligence Subject Code Working Group (ISC Working Group).

2. Mission.

   The mission of the Subcommittee on Standardization shall be to develop standard data elements and data codes for use

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*A data element is a grouping of informational units having a unique meaning and subdivisions (data items) of distinct units or values. Examples of data elements are military personnel grade, race, and sex. The data element "military personnel grade" may contain data items such as captain, major and colonel. (In some cases there may be more than one level or order of subdivision under a data element.)

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in intelligence information systems in order to facilitate data interchange and compatibility among and between systems in the USIB agencies and, to the extent appropriate, other U. S. Government agencies.

3. Functions.

a. Identify and define data elements that are used or can be used in more than one intelligence information system and/or for which standardization is desirable.

b. Develop a standard list of data items (subdivisions) under each data element so identified, develop standard rules and/or codes for recording and/or representing each data element or item, develop guidelines for their application where appropriate, and submit them to CODIB for approval and implementation.

c. Develop criteria for changes, additions, and deletions and devise a system and procedures for maintenance of each data element standard, including the assignment of responsibilities, and submit them to CODIB for approval and implementation.

d. Perform liaison with other agencies, both in and out of government, for the purpose of taking maximum advantage of applicable existing or planned standardization efforts and, where appropriate, for the purpose of furthering the acceptance by other agencies of CODIB standardizations.

e. Arrange for publication and distribution of approved standards, criteria and procedures.

4. Reports.

The Subcommittee will report its activities and accomplishments to CODIB semiannually and as directed by CODIB and may also submit special reports on its own initiative.

Chairman, CODIB

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